



## GOVERNOR'S MANSION TOUR REQUEST

Today's Date: \_\_\_\_\_

To: Kathryn M. Tupua,  
Chief of Staff to the First Lady  
Fax: 684-633-2269 Phone: 684-633-4116  
Email: [kathryn@americansamoa.gov](mailto:kathryn@americansamoa.gov)

| REQUESTOR INFORMATION   |                                    |                       |
|---|------------------------------------|-----------------------|
| Name of Group/Organization:   |                                    |                       |
| Date of Request:  | Time of Request:                   |                       |
| Name of Contact Person:   | Phone Number:<br>Alt Phone Number: |                       |
| Number of total people anticipated (including parents and/or adult chaperones): |                                    |                       |
| Grade Level   | No. of Children                    | No. of Adults/Parents |
|   |                                    |                       |
|   |                                    |                       |
|   |                                    |                       |
|   |                                    |                       |
|   |                                    |                       |

| APPROVAL OR DISAPPROVAL   |  |
|---|--|
| <input type="checkbox"/> YES, the above requested is approved.  | <input type="checkbox"/> NO, the above requested is disapproved. |
| Additional changes or Comments noted below:   |  |
| <div style="display: flex; justify-content: space-between;"> <div>AUTHORIZED SIGNATURE:</div> <div>DATE:</div> </div> |  |
| Number of staff/tour guides needed to accommodate request:  |  |
| Number of protective detail officers needed to accommodate request:   |  |

## GUIDELINES AND REQUIREMENTS FOR SPECIAL TOURS AT THE GOVERNOR'S MANSION

The Governor's Mansion is first and foremost a family home. Because it is also an historic landmark and significant structure to the people of American Samoa, every attempt is made to share this beautiful home while also meeting the building's primary function as a home for the territory's chief executive.

To assist groups who would like to have a special tour of the mansion, the following guidelines have been established:

1. Public use of the mansion and its grounds is limited to official functions, meetings and/or events hosted by the Governor and First Lady. The residence is not available for commercial or private social organization purposes, movie-making or media promotions.
2. The mansion cannot be confirmed for a special tour any earlier than 6 weeks prior to the proposed date.
3. The mansion, and its environs, may not be used for any fundraising other than support of the residence.
4. Public tours and special tours will be shown on the first floor only. The second floor is the private residential area, and is only available to the public with approval from the First Lady.
5. All special tours must be completed prior to 5:00 p.m.
6. For facilitating purposes, no more than 50 people will be allowed to tour the mansion at one time.
7. All groups requesting a tour of the mansion must select one individual responsible for contacting the First Lady's Chief of Staff to discuss the tour details.
8. No smoking or liquor is allowed to be brought on to the premises during the tours.
9. **PLEASE NOTE: All tours are subject to the Governor's and First Lady's schedule and must be prepared with alternative arrangements in case the event should be canceled.**
10. Parking will be available at the bottom of the entrance and along the street. Alternative parking (with approval) may be at the Convention Center and Lt. Governor's Residence.
11. Tour groups must gather outside the entrance and enter the mansion grounds together. Buses will be provided to transport groups to and from the mansion unless otherwise noted by Governor's Security.

I/we understand and agree to comply with the above guidelines and requirements.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Thank you for your interest in the Governor's Mansion. If you should need further information, please contact Kathryn Tupua, Chief of Staff to the First Lady at 684-633-4116, 684-633-4831 or [kathryn@americansamoa.gov](mailto:kathryn@americansamoa.gov).*